

<p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">4.2</p> <p>Date Filed</p>	<p>Total Pages</p> <p style="text-align: center;">8</p> <p>Effective Date</p> <p style="text-align: center;">March 23, 2006</p>
<p>References/Authority</p> <p>ACA 4-4073 through 4-4-4094 P&P ACA 3-3072, 3-3073, 3-3078, 3-3079, 3-3082 through 3-3086, 3-3088, 3-3089 KRS 196.070</p>	<p>Subject</p> <p style="text-align: center;">STAFF TRAINING AND DEVELOPMENT</p>	

I. DEFINITIONS

“Administrative and management personnel” means Wardens, Deputy Wardens, Department Heads, Branch Managers, Internal Policy Analysts, Corrections Program Administrators, Executive Staff Assistant, Probation and Parole District Supervisors, Assistant Supervisors, Business Managers, Personnel Directors, Case Manager Supervisors, Unit Managers, Shift Supervisors, and any person who supervises one or more employees.

“In-service training” means training received by an employee of Corrections on an annual basis.

“Pre-service training” means training received by an employee of Corrections prior to independent assignment to a particular job.

“Clerical and support personnel” means employees in industrial and mechanical areas, food and farm services and similar occupational specialties requiring frequent or daily contact with offenders.

“Training” means formal classroom instruction; on the job training; training meetings or conferences which include a formal agenda and instruction by a teacher, manager or official; computer based learning; physical training; or other instructional programs which include a trainer and trainee relationship. Training programs shall include requirements for completion, attendance recording and a system for recognition of completion.

“Training objectives” means a specific written statement of the goals expected for all persons who successfully complete the training program.

“Training staff” means an employee assigned full or part time to Corrections Training who functions in accordance with the standard operating procedures of that office. Training Staff may also include adjunct instructors designated by Corrections Training to assist in specific training programs.

Policy Number	Effective Date	Page
4.2	March 23, 2006	2

II. POLICY and PROCEDURE

The staff of the Division of Corrections Training (DCT), under the policy direction of the Commissioner of the Department of Corrections and the Director of the DCT, shall be responsible for planning and coordinating all training programs to meet at least the minimum requirements of the standards of the American Correctional Association. DCT staff shall not be expected to personally provide all training to satisfy requirements. The DCT shall, however, be responsible for coordinating available resources to ensure that the mandate of this policy is successfully achieved.

A. Mandatory Training Requirements by Category of Employment

1. A new employee, with the exception of Central Office personnel, shall receive forty (40) hours of orientation training prior to independent assignment on a particular job. This training shall be conducted by certified instructors at the institution or district prior to instruction at the basic academy and shall include at a minimum the following topics:
 - a. An overview of the agency purpose, goals, policies and procedures
 - b. Working conditions and regulations
 - c. Employee rights, responsibilities and benefits
 - d. An overview of Corrections
 - e. OSHA standards regarding bloodborne pathogens and immunization schedules
 - f. Instruction related to the employee's job specialty.

To meet these requirements, a new employee of Corrections shall successfully complete a forty (40) hour block of orientation instruction conducted or approved by the DCT.

2. Clerical and support personnel with minimal offender contact shall receive: Forty (40) hours training during the first year of employment, in addition to the training specified in A(1), and sixteen (16) additional hours each subsequent year.
3. Clerical and support personnel who have daily contact with offenders and professional specialist employees including classification and treatment officers, teachers, chaplains, medical personnel, psychologists and recreation leaders shall receive:
 - a. Eighty (80) hours of training during the first year of employment, in addition to the training specified in section A(1), and
 - b. Forty (40) hours of training annually in all future years of service.
 Training for clerical and support personnel may include categories listed previously in these procedures, but shall also include additional

Policy Number	Effective Date	Page
4.2	March 23, 2006	3

instruction designed to sharpen the employee's ability to cope with offender related activities.

4. Administrative and managerial personnel shall be required to receive forty (40) hours of training during their first year of employment and forty (40) hours of training annually for each subsequent year of employment. This training may include combinations of all training elements previously listed. Curriculum for this group shall also address:
 - a. General management and related subjects.
 - b. Labor law
 - c. Employee management relations
 - d. Criminal justice.
 - e. Public relations
 - f. Any other areas relevant to their position as indicated by needs assessment

5. A new Correctional Officer shall receive an additional one hundred twenty (120) hours of training during the first year of employment. In each subsequent year, a Correctional Officer shall have an additional forty (40) hours training annually. A Correctional Officer shall be required to successfully complete the annual in-service training. At a minimum this training shall include the following:
 - a. Security procedures
 - b. Supervision of offenders
 - c. Signs of suicide risk
 - d. Suicide precautions
 - e. Use of force (regulations and tactics)
 - f. Report writing
 - g. Offender rules and regulations
 - h. Rights and responsibilities of offender
 - i. Fire and emergency procedures
 - j. Safety procedures
 - k. Firearms training
 - l. Key control
 - m. Interpersonal relations
 - n. Social and cultural lifestyle of offender
 - o. Communication skills
 - p. First aid and CPR
 - q. Cultural diversity
 - r. Counseling techniques

A Correctional Officer shall meet the requirements contained in this section by successful sequential completion of all three (3) forty (40) hour

Policy Number	Effective Date	Page
4.2	March 23, 2006	4

blocks of instruction designated as Basic Pre-Service Weeks One (1), Two (2) and Three (3).

A new Correctional Officer shall receive a minimum forty (40) hour parent agency structured, supervised, and evaluated on-the-job training program after completion of basic pre-service training.

6. A new full-time probation and parole field service employee shall receive on the job training in conjunction with completion of a minimum of forty (40) hours of orientation conducted by the District Supervisor or his designee, prior to job assignment, to include: general orientation to the policies, organizational structure, programs and regulations of the field agency and, if applicable, its parent agency.
7. An employee who has previously attended DCT Basic Pre-Service Academy and seeks reinstatement shall be credited for forty (40) hours of Orientation training prior to job assignment. The remaining training requirement shall be fulfilled by successful completion of the weeks of training currently required of the employee's current job classification. If the break in service is more than two (2) years, the employee shall be considered a new employee and required to attend the Basic Pre-Service Week One (1) and other Academy training mandated by his current job classification.
8. A Probation and Parole officer shall complete forty (40) hours of In-service training annually.
9. After completion of Probation and Parole Basic Academy, a field Probation and Parole officer who is legally authorized to carry a firearm shall receive appropriate weaponry training annually to cover the use, safety, care and constraints involved in the use of weapons in accordance with CPP 9.7.

To meet this requirement, a field Probation and Parole officer shall complete the forty (40) hour block of instruction designated as Basic Pre-Service Week Three (3) conducted by DCT. This training is in addition to that specified in A(6).
10. A Probation and Parole officer shall be trained in arrest practices before authorization is given to make an arrest.
11. A part-time employee working less than thirty-five (35) hours per week and contract personnel shall receive orientation and training appropriate to their assignment, including security and operational rules and procedures.

Policy Number	Effective Date	Page
4.2	March 23, 2006	5

12. A full-time clerical and support employee shall receive a minimum of sixteen (16) hours of training annually in addition to the successful completion of orientation instruction conducted, coordinated, or approved by DCT.
13. A full-time professional employee and contract personnel shall receive a minimum of forty (40) hours of training annually in addition to the successful completion of a forty (40) hour block of orientation instruction conducted, coordinated, or approved by DCT.

B. Sequence of Training

Basic Pre-Service Training shall be scheduled as determined by the Commissioner or designee. Before beginning the training sequence, a new employee shall complete an orientation process administered at his work station that shall include the following:

1. Completion of personnel forms
2. I. D.'s issued
3. Uniforms issued, as appropriate
4. Fingerprinting and blood test (if required)
5. Tour of institution or work station and in the case of probation and parole officers, appropriate criminal justice agencies or community resources
6. Orientation to training sequence
7. Topics outlined in A(1)

In-service training for institutional and community services personnel shall be scheduled throughout the year. Management shall be notified of all scheduled classes and DCT staff shall assist in scheduling all personnel in the appropriate in-service classes.

C. Grading System

Written and skill tests shall be administered to a trainee in classes conducted by the DCT. A trainee shall meet the minimum criteria of seventy (70) percent out of one hundred (100) percent on a written test and a minimum of 3.0 on a 5.0 scale on a behavioral skill performance test after the completion of the classroom sequence. Any standardized testing instrument similar to that provided by the Red Cross in the area of first aid utilized by the DCT shall be graded on the basis of accepted norms.

1. Pre-Service

Written tests shall be administered during each forty (40) hour block of instruction in the Basic Pre-Service sequence. A trainee enrolled in the

Policy Number	Effective Date	Page
4.2	March 23, 2006	6

Basic Pre-Service Training program who does not successfully complete his training requirement may be terminated from probationary status. A trainee may be permitted one (1) re-take of the test that he failed. If he does not achieve seventy (70) percent on the re-take, he shall be returned to the sending institution. Any additional training shall be successfully completed at the next training cycle.

2. In-Service

A trainee enrolled in the in-service training program who fails to attain an acceptable passing score on the written test (if applicable) may be rescheduled and may attend a subsequent in-service training session. However, a trainee shall not be permitted to be retested on the written test without attending a subsequent in-service training session.

3. Firearms

- a. A trainee enrolled in any of the firearms qualification or requalification training who fails to receive a passing score may be rescheduled and may attend a subsequent firearms training session.
- b. A trainee shall not be permitted to be retested on a portion of the firearms qualification or requalification without:
 1. the approval of the Range Safety Officer, or
 2. attending a subsequent firearms training session.

D. Attendance

1. Pre-Service

A trainee having an unexcused absence or an excused absence of more than one (1) day, may be terminated from the training sequence and returned to his work station for administrative action. This action may include one (1) of the following:

- a. The employee may be recycled through the next month's training session.
- b. The employee may be placed on leave without pay until the beginning of the next month's training session.

A trainee having an excused absence of one (1) day or less may make up the missed training during the week the absence occurred before the test is administered. The training staff shall provide the necessary procedure for the student to complete the missed training.

Policy Number	Effective Date	Page
4.2	March 23, 2006	7

The individual's supervisor shall receive written documentation of any absence.

2. In-Service

A trainee having an excused or unexcused absence of one (1) day or less, based upon the written recommendation of the training session coordinator, may be allowed to make up the missed training during that training session.

A trainee having an excused or unexcused absence of more than one (1) day shall be rescheduled to attend the missed portion of training in a subsequent training session.

The test (if applicable) shall not be administered to a trainee until he has successfully completed: (1) attendance at the entire training session or (2) any make-up work assigned by the training session coordinator.

The individual's supervisor shall be sent written documentation of any absence.

E. Code of Conduct

Rules and regulations, as established by the DCT and approved by the Commissioner of Corrections, shall be adhered to by all individuals attending a class conducted by or under the auspices of the DCT.

Violation of any regulation shall result in written notification of the incident to the trainee's supervisor.

Appropriate disciplinary action, reflective of the seriousness of the offense, shall be initiated by the Director or his designee. The Director may terminate a trainee from training if it is determined that the trainee's continued involvement or attendance at training constitutes a safety hazard to the individual or class, or the trainee's conduct is seriously disruptive.

F. Expenses - Lodging, Meals, Mileage

In accordance with state travel regulations, if overnight lodging is necessary, breakfast, lunch and dinner shall be provided at no cost to a trainee attending Basic Pre-Service Training. A trainee attending an In-Service class who is on travel status shall be reimbursed for meal expenses and lodging in accordance with state travel regulations by his work station's budget unit. Reimbursement for mileage expense shall be made by the individual's workstation budget unit.

Policy Number	Effective Date	Page
4.2	March 23, 2006	8

G. Training Records

Employee training records of programs conducted by the DCT shall be maintained by the DCT. A separate training record shall be established for each employee to include the following minimum information:

1. Employee name
2. Social Security number
3. Job classification
4. Work station
5. Date of hire
6. Annual training hours completed

H. Training Record Review

Within fifteen (15) days of the completion of each DCT conducted course, DCT shall update the training record and advise the personnel officer of each institution or Probation and Parole district, so that the training record can be updated.

SUMMARY OF MINIMUM TRAINING HOURS

The following description of general job categories shall be used in determining minimum training requirements as outlined in ACA Standards. Contract or part-time employees shall receive training similar to that of full-time employees in their particular category and pertinent to their role in working with inmates.

<u>TITLE</u>	<u>POSITION</u>	<u>PRIOR TO JOB</u>	<u>FIRST YEAR ON THE JOB</u>	<u>EACH YEAR THEREAFTER</u>
CLERICAL/SUPPORT (Minimum Contact)	Secretaries, Clerks, Typists, Computer and Warehouse Personnel, Accountants, Personnel Staff, General Office Staff	40	16	16
SUPPORT (Regular or daily contact)	Food Service, Industry Work Supervisors, Farm Work Supervisors, Maintenance Work Supervisors	40	40	40
PROFESSIONAL SPECIALIST	Case Managers, Counselors, Social Workers, Psychologists, Teachers, Librarians, Medical Personnel, Chaplains, Recreational Leaders, Social Service Clinician, Probation and Parole Officers	40	80	40
ALL CORRECTIONAL OFFICERS	All staff assigned to full-time custodial or security posts	40	120	40
ADMINISTRATIVE/ MANAGEMENT PERSONNEL (Additional Training)	Wardens, Deputy or Assistant- Wardens, Business Managers, Personnel Directors, Case Manager Supervisors, Unit Managers, Shift Supervisors, Probation and Parole Supervisors Corrections Program Administrators, Internal Policy Analysts, Branch Managers, Executive Staff Assistant	40	40	40
EMERGENCY UNIT STAFF	Members of emergency or confrontation units	40	--	*16

*May be part of 40 hours annual training required of all correctional officers.
 (16 hours of the total annual training requirement shall be Emergency Squad related.)